

Caln Township Municipal Authority
253 Municipal Drive
Thorndale, PA 19372
Monday September 26, 2016
7:00 PM

Those Present and Absent:

Paul Mullin – Chairperson
George Chambers – Vice Chair
John D. Contento – Treasurer
Tony DiSario – Assistant Treasurer/Assistant Secretary
Noel Bernard – Secretary
Scot Gill – Wastewater Department Director
Denise Miller – Recording Secretary
Bill Dingman – P.E., Gilmore & Associates, CTMA Engineer

Mr. Mullin called the meeting to order at 7:00 PM.

Minutes of the August 2016 Meeting

Mr. Mullin called for additions or corrections to the August minutes. Mr. Mullin noted that Mr. Contento's name is as Commissioner Contento in several areas, and should be changed to "Mr. Contento". Mr. Contento motioned, seconded by Mr. Chambers, to adopt the August 2016 minutes with Mr. Mullins changes. With Mr. DiSario abstaining, vote passed 4-0.

Public Comment

Mr. Mullin called for public comments.

Bob Dahl of 420 Dogwood Lane would like the words "driveway" and "fencing" removed from his easement document. After Board discussion, Mr. Gill noted that he will put the word "unpaved" in front of driveway and remove the word "fencing" and send him a revised easement document.

Dogwood/Scott Drive Project Update

Mr. Gill noted that a signed easement was received from 1108 Scott Drive and asked for authorization for the Chairman to sign said document. Mr. Contento made a motion, seconded by Mrs. Bernard, authorizing the Chairman to sign the Sanitary Sewer Easement for 1108 Scott Drive. Vote passed 5-0. After Board discussion, Mr. Contento made a motion, seconded by Mr. Chambers, authorizing the Chairman to sign the Sanitary Sewer Easements related to the Dogwood Scott Project as they are received by the Authority. Vote passed 5-0. Mr. Dingman gave a brief update on the Dogwood/Scott Drive Project. He also noted that DEP Planning approval was received, and they submitted the Erosion and Sedimentation control grading permit application along with the plans to the Township for review.

PA Small Water and Sewer Grant Project Recommendation

Resolution 2016-03-CTMA – Mr. Gill offered Resolution 2016-03 for Board consideration. After Board discussion, Mr. Contento made a motion, seconded by Mr. Chambers, to submit the grant application with a 30% match. Vote passed 5-0. Mr. Chambers made a motion, seconded by Mr. Contento, to approve Resolution 2016-03-CTMA with the Chairman and Wastewater Operations Director, Scot Gill as the officials to execute all documents and agreements between the CTMA and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant. Vote passed 5-0.

Project Cover Letter, Representative Support Letters, and the Authority Funds Commitment Letter– Mr. Gill offered several letters for the Chairman to sign, once corrections are made. After Board discussion, Mr. Chambers made a motion, seconded by Mr. Contento to authorize the Chairman to sign the Project Cover Letter, Representative Support Letters, and the Authority Funds Commitment Letter, once discussed corrections are made. Vote passed 5-0.

PennDot Highway Occupancy Permit Resolution 2016-04-CTMA (Intergovernmental Agreement)

Mr. Gill offered Resolution 2016-04-CTMA, for Board consideration. After Board discussion, Mr. Contento made a motion, seconded by Mr. DiSario to adopt Resolution 2016-04-CTMA with the provision that it states to sign the Intergovernmental Agreements on Highway Occupancy Permits on behalf of Caln Township Municipal Authority, subject to review and approval to the CTMA Attorney. Vote passed 5-0.

Financials; Sewer Operating Fund, Act 57 Fund, and Delinquency Reports

Mr. Gill reviewed the cash basis summary and detailed accrual reports of revenue and expenditures for the Sewer Operating Fund, Municipal Authority's Tapping Fee Account, and Capital Fund for the month of August 2016. After Board discussion, Mr. Contento motioned, seconded by Mr. Chambers, to approve the financials, as submitted. Vote passed 5-0. Also, reviewed and discussed were delinquency reports reflecting current year accounts past due, prior year's outstanding balances sent to Portnoff Law Associates for collection, and the status of in-house commercial collections.

Also discussed was how the \$6,129.33 write off, from the delinquency report, is reported in the CTMA financials. Mr. Gill noted he will discuss this with the Finance Director.

Asset Purchase Agreement First Installment Payment

Mr. Gill requested the 1st Annual transfer of \$55,312.50 from the Sewer Capital Fund over to the Township per the First Amendment to Asset Purchase Agreement, dated October 8, 2015. After Board discussion, Mr. Contento made a motion, seconded by Mr. Chambers, to authorize staff to proceed with the transfer of \$55,312.50 from the Sewer Capital Fund over to the Township as part of the EDU asset purchase agreement. Vote passed 5-0.

Directors Report

Mr. Gill presented his August 2016 report and noted current projects which the Department is working on. He also noted that the rear engine repair on the cleaner truck will cost approximately \$5,000 to \$10,000.

Mr. Contento suggested inviting new manager Kristen Denne to the October meeting.

Adjournment

There being no further business, Mr. Contento motioned, and seconded by Mr. Chambers, to adjourn the September 2016 meeting at 8:01 PM. Vote passed 5-0.

Respectfully Submitted,

Denise Miller,
Recording Secretary